

## CHANGE REQUEST COVER SHEET

Change Request Number: 10-23

Date Received: 1/12/10

Title: Addition of Procurement Templates to the Procurement Toolbox

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Routing Symbol: AJA-A11

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Policy OR Guidance: Guidance

Section/Text Location Affected: Procurement toolbox – Templates and Samples.

Please add the 17 documents attached below (locations for these links are specified in CR 10-22 layout.doc) to the link in the Procurement Toolbox under Procurement Information entitled "Templates and Samples" at:

<http://fast.faa.gov/docs/procurement/samples/samples.html>

Three (3) of the 17 documents (Award Letter – Supply.doc, Award Letter – Service.doc and Technical Evaluation Form.doc) update existing documents.

Summary of Change: Addition of Procurement Templates in the Procurement Toolbox.

Reason for Change: To assist Contracting Officers and Contract Specialists with their job role and responsibilities.

Development, Review, and/or Concurrence: AJA-A11, AGC, AJA A1.

Target Audience: FAA Contracting Officers and Contract Specialists.

Potential Links within FAST for the Change: None. Attachments:

None. Briefing Planned: No ASAG Responsibilities: No